

Student Application Form

Only students **6 years** or above will be accepted for enrolment

STUDENT DETAILS				
Applicants Full Name				
Parent / Guardian Name		Relationship		
Name of Sibling(s) in Madresa				
Home Address				
			Post Code	
Home Telephone		Work Number		
Mobile Number(s)				
E-mail Address				
Shift Required (tick one)		<input type="checkbox"/> First Shift (5pm to 6pm)		<input type="checkbox"/> Second Shift (6pm to 7pm)
Date of Birth		Current Age	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
EMERGENCY CONTACT DETAILS				
Name		Relationship		
Home Address				
Phone Number		Work Number		
SCHOOL DETAILS <i>(Please provide details of the current school the applicant is attending)</i>				
School Name			Current School Year	
PREVIOUS ISLAMIC EDUCATION DETAILS				
Last Madrasah / Masjid Attended				
Reason for leaving				
Subjects studied and level reached				
Qaidah / JuzAmma/Holy Qur'an (Nazira / Hifz)				
Other Subjects Studied				
MEDICAL DETAILS				
Doctors / Surgery Name		Telephone		
Special Conditions (please provide details of any illness, allergies, learning difficulties etc.)				

1. Admission Criteria

- a. Admission will be given to children who are 6 years old.
- b. The parent/guardian are required to pay the fees by standing order. For cash payment the amount is as follows:
1 child is £120 or £40 per term. **2 child** is £180 or £60 per term. **3 child or more** is £240 or £80 per term
- c. All students shall be assessed upon admission and at regular periods during their education.

2. Madresa Dress Code

- a. All students shall be expected to conform to Islamic guidelines, as advised by their teachers, in relation to dress and appearance.
- b. All the boys are expected to wear a jubba/throwb and topee. Girls are expected to wear an Abaya and a headscarf.

3. Absences and Attendance

- a. All students must be punctual and regular in their attendance in class.
- b. Students are expected to attend and arrive on time to the Madresa, and are not allowed to arrive late or leave early, except in exceptional circumstances, supported by a letter from the parent/ guardian.
- c. Any student who leaves the Madresa without notice or without a valid reason will only be placed on the waiting list, at the discretion of the Madresa committee.
- d. All absences must be explained by a note signed by the parent / guardian.
- e. Absence by a student of 2 weeks or more without notification will automatically terminate the child's place in the Madresa.

4. Behaviour Policy

- a. All students and parents shall be expected to conform to all rules and regulations, and no exceptions shall be made for anyone.
- b. To show any form of disrespect to the teachers and staff of this Madresa will be judged as inexcusable and any student found guilty of such behaviour will be liable for exclusions.
- c. The Madresa reserves the right to terminate any student's admission when it deems necessary.
- d. Any student whose continued presence at the Madresa is deemed to be harmful to the Madresa and/or other students shall be excluded from the Madresa and in any such case the decision of the Madresa committee shall be final.
- e. Anyone whose admission is terminated has no legal remedy against the Madresa.

5. General Rules

- a. Students must not bring unnecessary items into the Madresa and must look after their belongings whilst on the premises.
- b. The Madresa shall not accept responsibility for any damage to and / or loss of any student belongings.
- c. Student(s) and/or their parents / guardians shall be liable for the cost of any damage to the Madresa property.
- d. All students shall be responsible for having the necessary equipment/material and maintaining their own Qaidas, Juz Amma, Qur'an and syllabus books etc.
- e. Administrative decisions such as class allocations, setting of timings, holidays and setting the syllabus etc shall be made at the sole discretion of the Madresa committee.
- f. The Madresa shall not be responsible for transport arrangements to/from the Madresa, nor for any incident occurring outside the Madresa premises on any such journey.
- g. The Madresa reserves the rights to amend existing rules or introduce new rules at any time.
- h. In the event of any dispute/disagreement the decision of the Madresa shall be binding and final.

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

I Parent/ Guardian have read, understood and accepted the rules and regulations of the Madresa.

Signature

Date

FOR OFFICE USE ONLY

Application received on: ____/ ____/ ____

Date of Admission: ____/ ____/ ____

Admission No:

Level: Qaida Juz Amma Qur'an

Admitted to:

Waiting List No:

Signed (Principal / Secretary):